



CITY OF PUNTA GORDA

PROCUREMENT DIVISION
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950

(941) 575-3366

FAX: (941) 575-3340

PGPurch@CityofPuntaGordaFL.com

PUBLIC NOTICE **COMMITTEE MEETING**

November 30, 2020

RE: SOLICITATION #R2020102/SVC-LOBBYIST/2021

The City of Punta Gorda's Evaluation and Selection Committee for the above reference solicitation will be meeting on DECEMBER 14, 2020 at 11:00 AM to evaluate submittal packages. The meeting will be held in the City Hall Annex, 2nd Floor Conference Room, 126 Harvey Street Punta Gorda, Florida.

Public comment will be allowed (3 minute limit) during the public meeting. Discussion with City staff will not be allowed.

Sincerely,
CITY OF PUNTA GORDA

-s-

Julie Rogan-Sutter
Sr Purchasing Agent

CONTACT PROHIBITION - All prospective Bidders are prohibited from indirectly or directly communicating with any member of the City of Punta Gorda, City Council, City Manager, or City of Punta Gorda staff member other than the Authorized City Contact Person identified in this Solicitation, or their designated Procurement staff member, regarding this solicitation package, or their submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. FORMAL AWARD is defined as the issuance of a NOTICE OF AWARD document or the issuance of a PURCHASE ORDER to the awarded bidder. Any such contact prior to the formal award shall be cause for rejection of your submittal.



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WEBINAR EVENT INSTRUCTIONS

The City of Punta Gorda utilizes WebEx to broadcast webinar events for formal solicitation openings, NON-Mandatory Pre-Submittal Conferences, Evaluation and Selection Committee Meetings and Vendor Training Sessions. Public viewing is not allowed for MANDATORY Pre-Bid meetings as these meetings must be attended in person.

Instructions:

- Internet Website:
<https://puntagorda.webex.com/puntagorda/j.php?MTID=mdc178b05e77eb4e31d1577a21822a61f>
- Bidder may join the meeting by navigating to the above address, select the meeting and click join.
- Click on JOIN

Generally, the City will start the meeting 15 minutes prior to the scheduled time.

Audio – You may dial in through a phone number (May be a toll call) or listen to the meeting via your computer. Follow the Audio selections when you join the meeting.